

Job Description for Professional Posts

Position and Grade:	Junior Professional Analytical Services (P-1 or P-2)
Organizational Unit:	Department of Safeguards (SG) Division of Technical Support (SGTS) Section for Technical Support Coordination (TTS) Unit for Analytical Services (ASC)
Duty Station:	Vienna
Type/Duration of Appointment:	Fixed Term Temporary, 1 year

Organizational Setting

The Section TTS, as part of the Division of Technical Support, is responsible for coordinating services related to SG equipment, extra-budgetary support for research and development activities, supplies and analytical services regarding environmental and nuclear material samples. TTS has three units: 1) Novel Technologies, 2) Support Programme Coordination and 3) Planning and Coordination including Analytical Services.

The Analytical Services office is in charge of coordinating all analytical services requests for the Department of Safeguards with the direct support of the section for Inspection Logistics/Equipment Service Desk from where equipment, supplies and analytical services are centrally requested, received and delivered.

Main Purpose

The incumbent of the post will develop a method and assist with the distribution of the Destructive Analysis (DA) samples within the Network of Analytical Laboratories (NWAL). He/she will participate in the quality programme of the related database in order to guarantee customer satisfaction of the provided services. He/she will also participate in the coordination of the support programme tasks related to the "Destructive Analysis" R&D project for 2008-2009 under the responsibility of the Analytical Service Officer.

Role

Under the supervision of the Analytical Services Officer, the Junior Professional Officer will participate in developing, monitoring, evaluating, and reporting the activities related to the NWAL samples analysis requests. More specifically, the incumbent's role is to establish a system in relation with the daily samples requests database and monitor that all inquiries through the system get responded in time, and when necessary, take corrective actions in case of non-compliance.

Partnerships

The work of the Analytical Services is highly customer oriented, Safeguards Inspectors being the main customers. Close co-operation with Equipment Service Desk to clarify the details of requests, as well as delivery specifics and the schedule, is required on a daily basis.

The Junior Professional Officer prepares the sample analysis requests to NWAL on case by case basis, and after approval of Analytical Services Officer, communicates the request to Equipment Service Desk responsible for the preparation and the delivery of the samples. The communication with the Unit Heads of SGTS is therefore frequently required.

The incumbent will be given guidance regarding the expected results as a whole. The Head of the Unit will perform a periodic review of the work results and quality.

Functions / Key Results Expected

To ensure good performance of the Analytical Services, and good quality of its deliverables, the Junior Professional Officer has to:

- Establish a method for the preparation of NWAL sample requisition process;
- Developing new tools to monitor submission and delivery of the analytical requests and evaluating weaknesses and strengths of the actual database;
- Following the principle of continuous improvement, propose methods to improve the performance of the Analytical Service Office, where appropriate;
- Ensure that all incidents have been assigned to relevant staff and find a solution to solve the problem if the expert resource is not available through the system;
- Assist the Analytical Service Officer to the implementation of the "Destructive Analysis R&D plan" in particular in initiating, monitoring, processing up to completing the tasks.

Knowledge, Skills and Abilities

- Good knowledge of different types of analytical instruments, their grouping, main usage areas and operating principles;
- Experience in dealing with database software.
- Customer orientation;
- Demonstrated capability in the preparation of technical and management reports and equipment documents in English.
- Familiarity with nuclear facilities and knowledge of components of the nuclear fuel cycle.

Education, Experience and Language Skills

- University degree in chemistry, physics, or information science desirable;
- A minimum of two years of relevant experience including training;
- Fluency in technical English essential;

Internal Human Resources use only:	
Effective Date:	
Occupational Group(s):	